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## OFFICE OF THE GOVERNOR

STATE OF MISSOURI  
JEFFERSON CITY  
(573) 751-3222  
www.gov.state.mo.us

BOB HOLDEN  
GOVERNOR

February 7, 2002

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SECRETARY OF STATE  
ADMINISTRATIVE RULES

ROOM 216  
STATE CAPITOL  
65101

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Office of Administration, dated December 31, 2001, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:

*Bob Holden*  
GOVERNOR

February 7, 2002

DATE

ATTEST:

*Matt Blunt*  
SECRETARY OF STATE



BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes

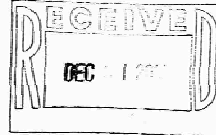


Bob Holden  
Governor

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Post Office Box 809  
Jefferson City  
65102  
(573) 751-1851

Michael Hartmann  
Commissioner

MEMORANDUM



**TO:** Governor Holden  
**FROM:** Mike Hartmann *MH*  
**DATE:** December 31, 2001  
**SUBJECT:** OA Organizational Chart

In accordance with the Reorganization Act of 1974, attached please find an updated organizational chart for the Office of Administration. There are no significant changes to the department's structure. The current chart, filed in 1993, is outdated.

Attachment

c: Quentin Wilson  
Jackie White  
Lori Strong-Goeke



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OFFICE OF THE GOVERNOR  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

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October 8, 2002

BOB HOLDEN  
GOVERNOR

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SECRETARY OF STATE  
ADMINISTRATIVE RULES

STATE CAPITOL  
ROOM 216  
(573) 751-3222

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached revised departmental plan for the Department of Agriculture, dated September 6, 2002, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*Bob Holden*  
\_\_\_\_\_  
GOVERNOR

October 8, 2002

\_\_\_\_\_  
DATE

ATTEST:

*Matt Blunt*  
\_\_\_\_\_  
SECRETARY OF STATE

BH:QW:bp

cc: Jackie White, Commissioner of Administration  
Patricia L. Buxton, Assistant Revisor of Statutes



DEPARTMENT of AGRICULTURE  
STATE OF MISSOURI  
JEFFERSON CITY

BOB HOLDEN  
GOVERNOR

LOWELL MOHLER  
DIRECTOR

*Serving, promoting and protecting the agricultural producers, processors  
and consumers of Missouri's food, fuel and fiber products.*

September 6, 2002

The Honorable Bob Holden  
The Governor of Missouri  
State Capitol, Room 216  
Jefferson City, Missouri 65102

Dear Governor Holden:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, I have enclosed for your approval the revised departmental plan for the Department of Agriculture.

The plan is being submitted to reflect the following revisions:

- The Market Development Division will now be called the "Agriculture Business Development Division" and will include all the Department's business and industry development functions. The Missouri Agriculture and Small Business Development Authority and the Agriculture Innovation Center, both formerly in the Office of Director, will move into the Agriculture Business Development Division.
- We have created a new "Market Information and Outreach Division", to include the market news and outreach functions of the former Market Development Division. The new division will also include agriculture education and special events planning, both formerly in the Office of Director.

I have also enclosed the following revised documents: (1) a detailed description of the Department's functions, (2) the organizational chart, and (3) our salary schedule.

Sincerely,

Lowell Mohler  
Director

Enclosures

cc: Mike Hartmann, Governor's Office – Chief of Staff  
Quentin Wilson, Governor's Office – Cabinet Director  
Commissioner Jackie White, Office of Administration  
Lori Strong-Goeke, Office of Administration, Division of Budget and Planning

## MISSOURI DEPARTMENT OF AGRICULTURE

### DEPARTMENTAL PLAN September 2002

#### MISSION

The mission of the Missouri Department of Agriculture is to serve, promote, and protect the agricultural producers, processors, and consumers of Missouri's food, fuel, and fiber products.

#### INTERNAL ORGANIZATION

The Missouri Department of Agriculture represents the diverse interests of the state's vast agricultural industry. The department has the dual responsibility of protecting the state's producers, processors, distributors and consumers of food, fuel and fiber, while marketing Missouri products at home and abroad. The Department was originally established by Senate Bill 42, passed in 1933. Its current constitutional authority is Article IV, Section 35, and its statutory authority is RSMo Chapter 261.

#### OFFICE OF THE DIRECTOR

Appointed by the governor and confirmed by the Senate, the director of agriculture oversees the department's budget and operations, determines department policy, represents the administration on agricultural matters, and serves as a liaison to the governor, the state legislature, numerous agricultural and environmental organizations and the public. In addition, the director is responsible for enforcing state agricultural statutes and monitoring the success of the department's regulatory and promotional programs.

The deputy director is responsible to the director for coordination of activities of the division directors. He acts on behalf of the director in his absence.

Housed within the **Office of the Director** are the department's administrative and support functions: fiscal, grants management, information technology, human resources, and public affairs.

The director's office also supports the operations of the **Missouri Agricultural Statistics Service (MASS)**, a federal-state cooperative agency. MASS compiles and disseminates information about the state's agricultural industry, including county agricultural profiles and crop, weather and livestock reports. The service also issues Missouri Farm Facts, the

annual summary of the state's crop and livestock production, and conducts Missouri's portion of the national Census of Agriculture every five years.

The director's office is also responsible for the surveillance of foreign ownership of Missouri agricultural farmland (Chapter 442, RSMo) and for administering the provisions of Chapter 350, RSMo, relating to corporate farm registration.

#### ANIMAL HEALTH DIVISION

The Animal Health Division, under the direction of the state veterinarian, protects and promotes Missouri's diverse and dynamic livestock industry. The division's assistance and oversight ensures greater market access for Missouri's livestock and companion animal industries.

The division administers both mandatory and voluntary regulatory programs for beef and dairy cattle, horses, swine, poultry, sheep, goats, exotic animals, and companion animals.

The state's progress in national disease control and eradication programs is due to the cooperative efforts of livestock producers, markets, practicing veterinarians, other agencies and animal health staff. Through these cooperative efforts, Missouri has achieved bovine Tuberculosis Free status, swine Pseudorabies Stage V status, Pullorum-typhoid Clean status in poultry and is working toward Brucellosis-free status in cattle.

The division also offers informative programs and publications on disease control, livestock quality assurance, food safety, and environmental practices. The state's Meat and Poultry Inspection Program provides inspection services for 15 processing plants and sanitary inspections of 140 custom exempt processing plants. In addition, the division operates three diagnostic laboratories in Jefferson City, Cameron and Springfield.

#### GRAIN INSPECTION AND WAREHOUSING DIVISION

The Grain Inspection and Warehousing Division works to protect the interests of grain producers, merchandisers, warehousemen, processors and consumers through two programs: **Grain Inspection Services** and **Grain Regulatory Services**.

Employees of the **Grain Inspection Services (GIS)** program inspect, grade, and weigh grain stored in or moved through terminals in Missouri. The program provides official inspection and weighing services to ensure that grain and rice are marketed at a fair value. Services are provided at inspection offices in Kansas City, Laddonia, Marshall, New Madrid and St. Joseph.

The inspection offices provide standard quality determinations of test weight, moisture, foreign material and damage. Chemical analysis tests are also provided to determine the protein and oil content of grain and to detect the presence of mycotoxins.

Employees of the **Grain Regulatory Services (GRS)** program protect the public interest by auditing grain warehouses and grain dealers to determine grain obligations and financial solvency.

The program enforces Missouri's Grain Warehouse and Grain Dealer Laws so producers are assured they are storing or merchandising their grain with licensed, bonded, reputable and financially stable grain businesses.

#### PLANT INDUSTRIES DIVISION

The Plant Industries Division:

- works to prevent the spread of harmful insects and plant diseases;
- certifies and licenses commercial and private pesticide applicators and dealers;
- assures label accuracy and quality of commercial feeds and seeds;
- inspects and certifies agricultural commodities for exporting; and
- inspects fresh fruits and vegetables to assure quality and grade.

The **Bureau of Feed and Seed** administers the Missouri Commercial Feed Law, which regulates the manufacture, distribution, and labeling of commercial feed products in the state. Random inspections, sampling, analysis, and label review of feed products and ingredients ensure that livestock producers and pet owners receive the feed product guaranteed on the label. The bureau, in partnership with the U.S. Food and Drug Administration, conducts inspections to prevent Bovine Spongiform Encephalopathy (BSE), commonly referred to as mad cow disease. The bureau also provides labeling assistance and investigates complaints related to animal feed.

Under the Missouri Seed Law, the bureau regulates seed products offered for sale in the state. Analysts inspect, sample, and test seed and review labels to ensure the product meets the labeled guarantees as to test date, origin, purity, and germination. The bureau cooperates with the U.S. Department of Agriculture Seed Regulatory and Testing Branch to regulate the interstate movement of seed.

The **Bureau of Pesticide Control** is responsible for monitoring the sale and use of pesticides and promoting best management practices for using pesticides. The bureau inspects:

- applicator use records,
- dealer sales records,
- certification credentials,
- applicator training records and
- pesticide sales at the retail, wholesale and producer levels.



The **Bureau of Plant Pest Control** works to prevent the introduction and spread of harmful insects and plant diseases through surveys, quarantines and the annual inspection and certification of nurseries and greenhouses. Agricultural exports are also inspected to see that they meet the requirements of their destination country.

The bureau's regulatory and educational efforts also work to keep Missouri free of the gypsy moth, a tree-eating pest that has the potential to strip entire forests.

The **Bureau of Integrated Pest Management** administers the:

- Boll Weevil Eradication Program,
- Sustainable Agriculture Demonstration Award Program, and
- Organic Certification Program.

The **Boll Weevil Eradication Program** coordinates the grower-funded effort to eliminate boll weevil populations from Missouri cotton fields. The program is directed by the Missouri Cotton Growers Organization and a nine-member board, and implemented through the efforts of the Southeastern Boll Weevil Eradication Foundation, Inc. The bureau acts as a liaison between the groups involved with the program, provides regulatory oversight and collects cotton grower assessments.

The **Sustainable Agriculture Demonstration Award Program** provides grants to Missouri farmers to help them test, evaluate and adopt innovative sustainable agriculture practices on their farms. Projects must be designed to reduce dependency on non-renewable resources such as minerals and petroleum and protect and conserve natural resources such as soil, air and water.

A new initiative, the **Organic Certification Program**, will certify organic producers and processors. This program will also provide resources and contact information to producers who are interested in organic production.

The **Forest Resources Program** administers the Treated Timber Law, which assures customers that treated timber products, such as lumber posts and poles, meet certain quality control standards to extend their life.

This program is also responsible for working with county weed control boards to eradicate Johnson Grass and other plants that have been declared noxious weeds.

The **Fresh Fruit and Vegetable Inspection Program**:

- assures handlers of fruits and vegetables that their products meet USDA quality grades,
- administers terminal market inspections to help wholesalers gain restitution for products that fail to meet standards agreed to when purchased, and
- provides USDA grades for Missouri-grown fruits and vegetables.

### WEIGHTS AND MEASURES DIVISION

Known as the consumer protection arm of the department, the Weights and Measures Division protects buyers and sellers whenever goods and services are exchanged. Some of the division's responsibilities include:

- inspecting the accuracy and suitability of commercial weighing and measuring devices;
- preventing unfair or deceptive weighing or measuring practices for any commodity or service advertised, sold or purchased within the state;
- providing precise calibration and metrology services for users of physical standards or weighing and measuring equipment;
- ensuring fuel quality;
- inspecting eggs for grade, size, origin and packaging; and
- ensuring milk is not sold under cost.

The **Device and Commodity Inspection Program** ensures shoppers get what they pay for, and the **Metrology Laboratory/Moisture Meter Program** checks mass calibration accuracy. Fairness and safety are the goals of the division's **Petroleum/Propane/Anhydrous Ammonia and Fuel Quality Programs**.

### AGRICULTURE BUSINESS DEVELOPMENT DIVISION

The Agriculture Business Development Division is responsible for growing the demand for Missouri agricultural products, growing Missouri's agriculture-based industries, and growing Missouri's agriculture-based businesses. The division works to develop and expand international and domestic markets for Missouri agricultural products. Division programs strive to expand the diversity and profitability of Missouri's agricultural economy by providing financial assistance and helping producers and processors identify new products, uses, markets and sales opportunities, both at home and abroad. The division also provides one-on-one business counseling to Missouri's start-up and expanding agriculture-based businesses.

The **AgriMissouri Program** promotes Missouri-made or value-added products to consumers. Marketing opportunities are also provided for horticulture and aquaculture products, specialty crops, and the livestock and forage industries.

The **International Marketing Program** helps Missouri's farmers, agribusinesses, food processors and forest product companies develop and expand international marketing opportunities for their products. The program provides export counseling, market research, trade leads and opportunities to meet international buyers. The International Marketing Program also operates trade offices in Taiwan and Mexico.

The **Grape and Wine Program** supports the grape and wine industry by promoting grape products, providing advisory services and conducting research. The program is

funded by a tax on all wine sold in Missouri. A Wine and Grape Advisory Board provides recommendations on strategic issues and program operations.

The **Missouri Agricultural and Small Business Development Authority** provides financial assistance to new and expanding producers through tax credit programs that stimulate investment in new generation cooperatives and rural businesses that add value to agricultural goods; grants to finance projects that add value to agricultural goods; loan guarantees that provide financial back-up to institutions that finance beginning farmers and value-added projects; tax-free bonds issued to lenders making low-interest loans to beginning farmers; and direct loans for animal waste treatment systems. The Missouri Agriculture and Small Business Development Authority also administers the **Agriculture Development Fund**, which helps develop and advance Missouri's rural communities by offering financial assistance to farm families to establish alternative enterprises.

#### MARKET INFORMATION AND OUTREACH DIVISION

The Market Information and Outreach Division provides timely information and outreach about agriculture to a variety of department stakeholders. The Division educates the public about agriculture by providing targeted, high-quality information about agriculture and MDA services to urban, rural, farm, and non-farm audiences as a means of educating, informing and engaging the public.

The Division provides relevant commodity pricing information for grains, livestock, and other commodities. Market news reporters work closely with the U.S. Department of Agriculture to issue daily and weekly livestock and grain market information.

The Division coordinates and provides support for special events and organizations in the agricultural sector, coordinates commodity merchandising elections, and assists with the development of new commodity organizations.

The Division also provides education and outreach regarding livestock and commodity quality, including coordination of the Show-Me Heifer Program and other livestock quality assurance programs.

#### STATE MILK BOARD

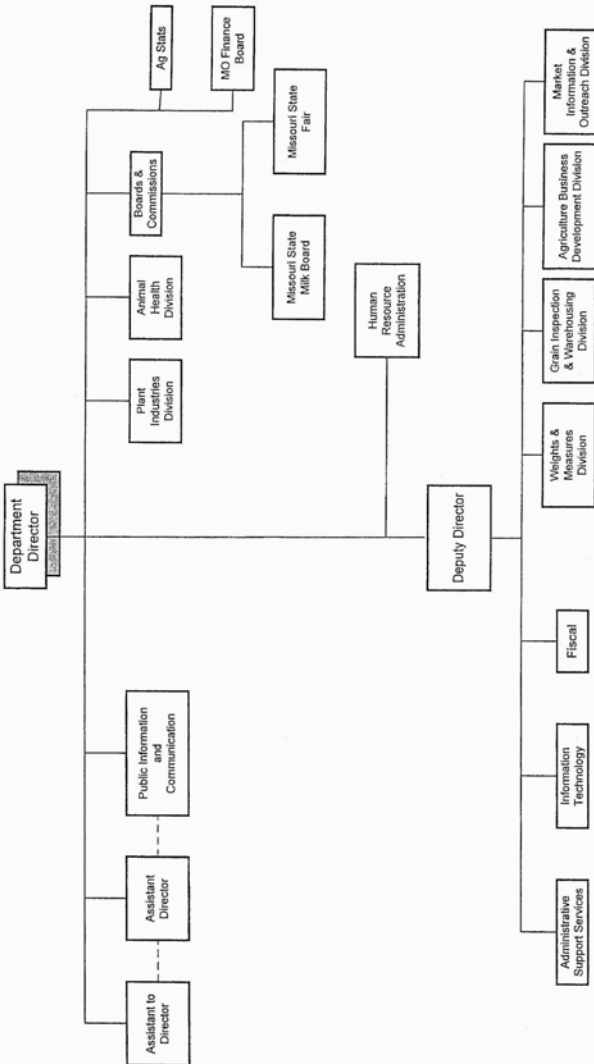
The director is also a standing member of several boards and commissions, including the State Milk Board. The 12-member board administers the state's Grade A and manufacturing grade milk sanitation programs, which enforce sanitation and quality standards for manufactured dairy products and provide market testing of all milk at the first point of sale. The board licenses milk procurers, manufacturing plants, field superintendents, testers, graders, samplers, bulk milk truck operators and market testing laboratories.

**STATE FAIR**

The Missouri State Fair is the premier showcase of Missouri agriculture, as well as the state's industrial, mineral and cultural resources. Established in 1899, it is one of the oldest fairs in the country. The state fairgrounds occupy 396 beautiful acres in the southwestern section of Sedalia, and many of the buildings are listed on the National Register of Historic Places. The Missouri State Fair plays an important role in shaping Missouri agriculture, contributing to the state's economy and educating the public about the importance of agriculture.

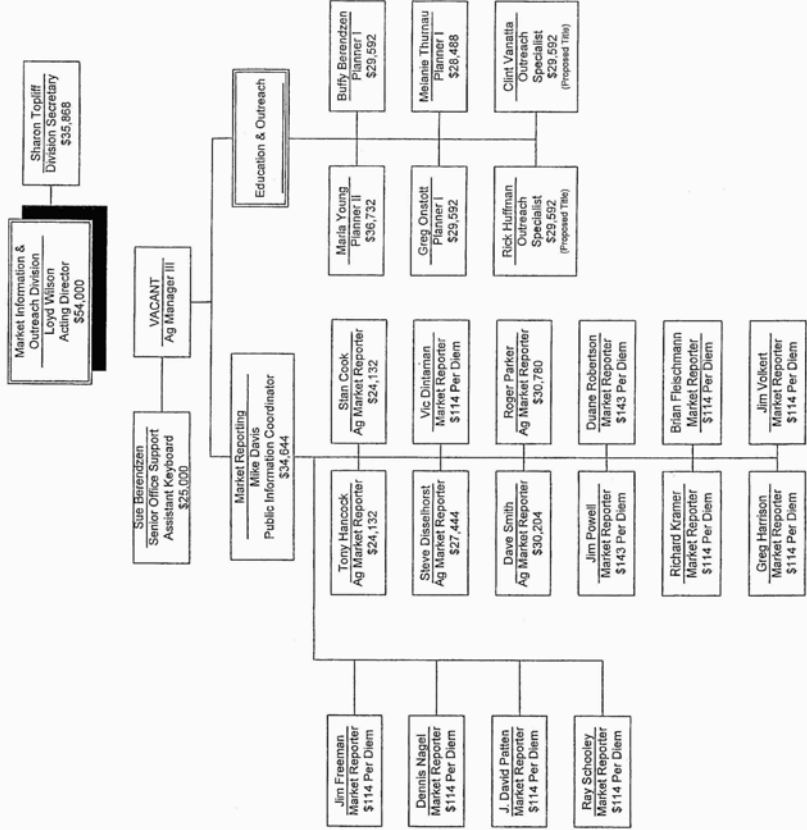
A Missouri State Fair Commission, whose members are appointed by the governor, oversees the fair's operations, which include year-round events hosted on the fairgrounds.

MISSOURI DEPARTMENT OF AGRICULTURE  
 1616 Missouri Boulevard, PO Box 630  
 Jefferson City, MO 65102-0630  
 573-751-4211

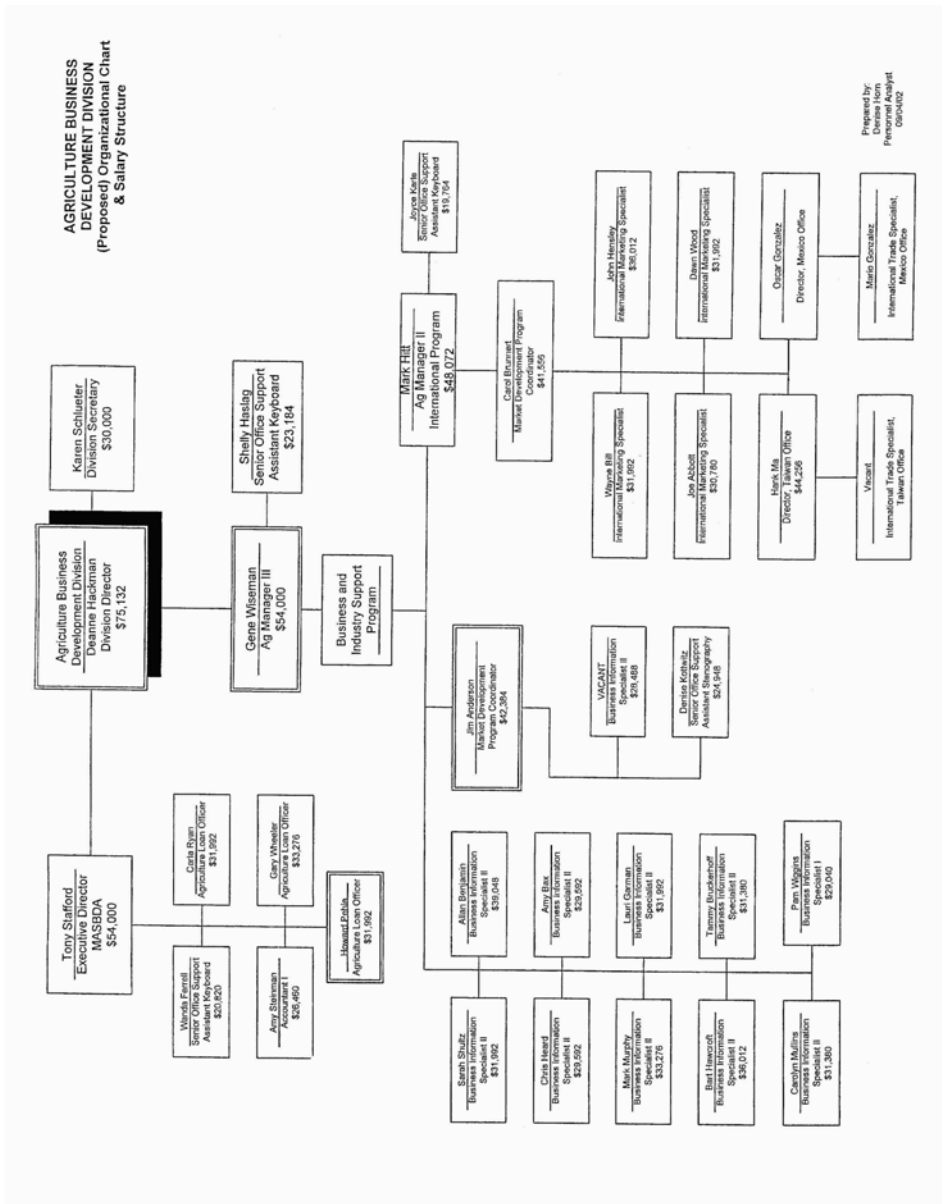


Prepared By:  
 Denise Horn  
 Sept. 6, 2002

MARKET INFORMATION & OUTREACH DIVISION  
(Proposed) Organizational Chart & Salary Structure



Prepared By:  
Denise Horn  
Personnel Analyst  
09/04/02



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ROOM 216  
STATE CAPITOL  
65101

February 7, 2002

The Honorable Matt Blunt  
Secretary of State of Missouri  
Capitol Building  
Jefferson City, Missouri 65101

Dear Secretary Blunt:

The attached updated organizational chart for the Department of Agriculture, dated December 31, 2001, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



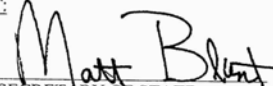
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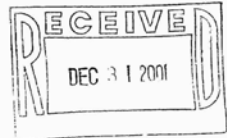
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STATE OF MISSOURI  
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BOB HOLDEN  
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LOWELL MOHLER  
DIRECTOR

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MEMORANDUM



To: The Honorable Bob Holden  
Governor of Missouri

From: Lowell Mohler  
Director of Agriculture

A handwritten signature in cursive script, appearing to read "Lowell Mohler", written over the printed name.

Date: December 31, 2001

Re: Department Plan Amendments

As requested in Quentin Wilson's December 20, 2001 memorandum, please find the attached organizational chart for the Department of Agriculture that includes annual salaries and executive pay levels for department and division administrative positions. There have been no changes in the department's organizational structure since the last plan was submitted.

As always, please let me know if you have any questions or would like any additional information.

c: Mike Hartmann  
Quentin Wilson  
Jackie White  
Caleb Weaver  
Lori Strong-Goeke

